

CITY OF LONG BEACH

WORKFORCE INVESTMENT ACT (WIA) TITLE I IN-SCHOOL AND OUT-OF-SCHOOL YOUTH SERVICES



Request for Qualifications RFP #06-003

**Funded by the
Greater Long Beach Workforce Development Board**

**Administered by:
City of Long Beach, Workforce Development Bureau**

**Equal Opportunity Employer/Program
Auxiliary aids and services available upon request to individuals with disabilities
TTY # (562) 570-4629**

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS FOR PROGRAM YEARS 2006-2008
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL AND OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

TIMELINE

DATE	ACTION
June 15 & 16, 2006	Community Outreach and Advertising
June 19, 2006	Request for Proposals Released
June 23, 2006	Bidders Conference Career Transition Center (Plaza Room) 3447 Atlantic Avenue, Long Beach, CA 90807 2:00 – 4:00 p.m.
July 6, 2006	Proposals Due
July 19, 2006	Recommendations to Youth Council for Approval
July 20, 2006	Recommendations to Workforce Development Board for Approval
August 15, 2006	Recommendations to Long Beach City Council for Approval
August 30, 2006	Contracts sent to Subcontractors for Signature
October 1, 2006	Contracts Commence (Contract Period October 1, 2006 – June 30, 2008)

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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

INTRODUCTION

In collaboration with the City's Chief Elected Official, the Greater Long Beach Workforce Development Board serves as the policy and oversight entity for all Workforce Investment Act (WIA) funds received within the greater Long Beach area. Specifically, the Youth Council of the Board provides oversight to WIA-funded youth programs and services. Through the Youth Opportunity Center (YOC), the Workforce Development Bureau of the Community Development Department administers such programs and services on behalf of the City, the Workforce Development Board, and the Youth Council.

The YOC provides youth, ages 14-24, a full range of work-readiness, employment, education, and mentoring services through an array of community partner agencies and contracted youth service providers. Community partner agencies include the State's Youth Employment Opportunities Program, the LB Unified School District's School for Adults and Regional Occupational Program, California State University Long Beach's Educational Opportunity Center and California Student Opportunity and Access Program. The YOC offers internships, work experience, non-traditional work and training opportunities, assistance with completion of high school diploma and GED, referrals to local educational providers, and unsubsidized employment and volunteer opportunities.

This solicitation is intended for organizations qualified and interested in providing services to WIA youth (ages 14-21) residing within the Long Beach, Signal Hill, and Greater Long Beach communities, who are economically disadvantaged and have one or more of the following identified barriers:

- School dropout;
- Homeless, runaway, or foster child;
- Pregnant or parenting;
- Offender;
- Basic skills deficient (below 9th grade level in reading and/or math); or
- Individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.

Under the provisions of the WIA, services are to be provided to both In-School and Out-of-School youth. In-School youth are defined as follows:

- Student, high school or less; or
- High school graduate/GED, attending post high school education, not basic skills deficient; or
- High school graduate/GED, not attending post high school education, no employment difficulty (i.e., employed, not basic skills deficient, not underemployed)

Out-of-School youth are defined as follows:

- High school dropout/No GED; or
- High school graduate/GED, attending post high school education, basic skills deficient; or
- High school graduate/GED, not attending post high school, employment difficulty (i.e., basic skills deficient, unemployed or underemployed)

While many of the needs of In-School and Out-of-School youth are similar, they have distinctly different needs. In-School and Out-of-School contracts will be issued separately and are expected to include provisions to serve Younger (14-18) and Older (19-21) youth.

Organizations responding to the RFP are strongly encouraged to develop their proposals in line with the U.S. Department of Labor (July 2004) vision: "Out-of-School youth (and those at risk of dropping out) are an important part of the new workforce 'supply pipeline' needed by businesses to fill job vacancies in the knowledge economy. WIA-funded youth programs will provide leadership by serving as a catalyst to connect these youth with quality secondary and post-secondary educational opportunities and high-growth and other employment opportunities."

Organizations eligible to submit responses include governmental units, public agencies, business organizations, private not-for-profit corporations, faith-based organizations, community-based organizations, local educational agencies, or private-for-profit corporations organized in accordance with state and federal laws.

Organizations with the most competitive proposals will be placed on a Qualified Service Provider List, which will be used to select eligible WIA youth sub-contractors for possible funding opportunities. All those approved for contracted services will work under agreement with the City of Long Beach.

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PROGRAM DESIGN

Through this Request for Proposals (RFP), the Board looks to identify youth service providers who are capable of demonstrating commitment to achieving positive long-term outcomes. It is believed that an effective approach to providing comprehensive services that include collaborations and partnerships among youth services agencies and relevant partners. Effective partnerships and collaborations include strategies that link community colleges and other short- and long-term vocational training programs with business and industry partners to prepare and place youth in high-growth career industries. Highlights of such growth industries are summarized in Attachment 11.

Organizations responding to this solicitation must propose and be able to provide comprehensive services that:

- Improve academic achievement for youth, including youth who are basic skills deficient;
- Prepare youth for success in employment (Work Readiness);
- Expose youth to careers in high-growth – high demand occupations and foster awareness of career pathway opportunities (i.e., workshops, guest speakers, job shadowing, tours, vocational training and referrals, and other related activities) (Refer to Attachment 11);
- Provide youth with relevant work experience/internship opportunities;
- Provide youth with skills necessary to job search and assistance with job placement; and
- Ensure necessary supportive services for youth to achieve successful outcomes

All organizations responding to this RFP must provide the following Comprehensive Service components:

1. Outreach and Recruitment

Outreach and recruitment includes, but is not limited to: communicating with youth, parents, schools, community- and faith-based organizations, and other youth-serving agencies regarding program opportunities. Sub-contractors must identify youth for eligibility determination and WIA-program suitability, and collect required documentation for eligibility determination.

It is the responsibility of the sub-contracting organization to ensure enrollment goals are met as a result of their Outreach and Recruitment efforts.

2. Orientation

Sub-contractor must provide program orientation to prospective youth participants. The orientation must include information on the full-array of

services available through the WIA-funded program, including services provided by collaborating partners.

3. Eligibility/ Initial Certification

Sub-contractors are responsible for initial determination of WIA eligibility for all participants recruited to its program. All necessary eligibility documents and MIS forms must be compiled and provided to the YOC for final eligibility determination for youth participants. Youth under the age of 18 are required to have a parent or guardian attend the eligibility/initial certification appointment and authorize youth's participation.

4. Initial Assessment

Sub-contractors are responsible for conducting an initial basic skills assessment, the Test of Adult Basic Education (TABE) for all participants during the eligibility/initial certification appointment. Sub-contractors must ensure that all youth who are determined basic skills deficient, scoring below 9th grade level in reading and/or math, receive remediation and subsequently post-tested to verify increase in basic skill levels. In order for Pre & Post tests to be valid, youth customers must sign their tests.

Youth enrolled in Special Education may be administered the CASAS test.

5. Enrollment and Goals

Goal forms must be submitted to YOC once the goals are identified. MIS enrollment and goals forms must be submitted within 10 days of providing initial services to WIA youth. Goal forms must be entered in the Bureau's Virtual One-Stop (VOS) on-line case management system. Once the goals have been met, an updated Goals form must be submitted to capture the attainment of each goal. A hard copy of MIS forms must be submitted to the YOC for review.

6. Program Strategy Implementation

Sub-contractor must ensure youth are provided services to address their individual circumstances with either Strategy A or B (described below). Career exposure, skills training, education completion, and other planned activities incorporating performance achievements must be incorporated into Strategy A or B. Supporting documentation must be maintained to support each activity and goal attainment.

Strategy A - Basic Skill Deficient Youth

- If the youth is Basic Skill deficient, the primary goal must be set in the area(s) of deficiency. The youth must attain this goal prior to Exit. Basic Skills remediation with appropriate measurable increase demonstrated by Post Test.
- Internship Training directly related to an Occupation Skills goal. The youth must attain this goal prior to Exit. Occupational Skills training Pre-Test identifies the skills to be attained during a minimum of 67 hours of Internship Training. Skill attainment must be demonstrated by the acquisition of skills identified and demonstrated on the Occupational Skills training Post Test.

Strategy B – Non-Basic Skills Deficient Youth

- If the youth is not Basic Skills deficient, the primary goal must be set in a Work Readiness Skills area. Work-Readiness Skills training Pre-Test evaluates the level of work-readiness and areas deficiency. Skill attainment must be demonstrated by the acquisition of work-readiness skills identified and demonstrated on the Work-Readiness Skills training Post Test.
- Internship Training directly related to an Occupation Skills goal. The youth must attain this goal prior to Exit. Occupational Skills training Pre-Test identifies the skills to be attained during a minimum of 67 hours of Internship Training. Skill attainment must be demonstrated by the acquisition of skills identified and demonstrated on the Occupational Skills training Post Test.

7. Case Management/ Individual Service Strategy (ISS)

Case management services include, but are not limited to: developing an ISS in partnership with youth; individual counseling, documentation of services and progress to ensure achievement of set goals and objectives; file maintenance; completion of all required customer tracking forms. All MIS forms and case notes, must be completed in our on-line case management system, Virtual One Stop (VOS). In addition to the completion of the ISS, Sub-contractors must also provide an objective assessment in the areas of employment skills and knowledge, as well as, support service needs. Objective assessment tools will be provided by the YOC. However, the service provider may utilize other objective assessment tools, with prior authorization from the YOC.

Case management staff, as well as other appropriate Sub-contractor staff, are responsible for attending and actively participating in mandatory service provider meetings and training sessions, prior to and during the contract period.

8. Reporting Performance Outcomes

Prior to the end of the program, youth must be post-tested in the areas of Occupational skills, Basic skills and/or Work-Readiness skills, demonstrating a measurable level of skill attainment. These post-tests serve as a method to provide evidence of outcomes. All outcomes must be recorded in the ISS, as well as reported to MIS.

9. Exit and Exit Quarters

Once youth have attained their planned program goals and their outcomes have been reported, the Sub-contractor may Exit the youth. The Sub-contractor must complete an Exit checklist and submit it to the YOC for approval.

Sub-contractor must complete all necessary MIS paperwork, which includes entering performance outcomes into VOS.

10. Referral Services

In an effort to ensure that youth participating in the WIA Youth Development Program have access to all required and needed services, it may be necessary for sub-contractors to refer youth to collaborating agencies to provide services not directly provided.

11. ^{11.} Follow-up Services

All youth must receive follow-up services for a minimum of 12 months after Exit, as appropriate. Follow-up services must be provided monthly.

Access to WIA program elements may vary by youth, as determined by individual service strategies (ISS) developed between the youth and his/her case manager, and by assessment of skills and service needs. All organizations responding to this RFP must ensure youths' access to the following program elements:

1. **Academic Assistance** (Requirement fulfilled through Basic Skills Remediation)
Opportunities and services that increase youth's academic skill levels and improve a youth's chances of completing his/her education – and includes structured academic improvement activities such as tutoring (group or personal), study skills training, instruction leading to secondary school completion, and other dropout prevention strategies.
2. **Alternative Education** (Must provide access to services if needed)
Opportunities and assistance to re-enroll and attend an educational program outside of traditional secondary education – and includes adult schools, charter schools, high school diploma or GED programs, community colleges, vocational schools and/or occupational programs, as well as re-enrollment in a traditional secondary school. Implementation may include identifying appropriate educational programs for re-entry; providing assistance in acquiring the necessary documents for re-enrollment, such as official transcripts and counselor referrals; and monitoring academic progress once the youth has returned to school.
3. **Occupational Skills Training** (Requirement fulfilled through Internship)
Activities and training that lead to proficiency to perform actual tasks and technical functions required by a certain occupational cluster(s), based on a youth's career interest – and includes short-term training for specific occupations, and exposure to demand occupations through work-readiness, pre-apprenticeship and apprenticeship programs, and integration of components of work-based learning with school-based learning.
4. **Leadership Development** (Must provide access to services if needed)
Opportunities for youth to learn, to direct, and to apply positive leadership and positive social behaviors – and includes community service, citizenship training, decision-making training, service learning, cultural diversity training, and peer-centered activities encouraging responsibility and other positive social behaviors.
5. **Mentoring** (Must provide access to services if needed)
Opportunities for youth to interact meaningfully, and one-on-one, with a caring adult(s) over a minimum 12-month period to improve academic performance, provide job shadowing, goal setting, career exploration, work readiness, and social skills improvement – and may occur both during and after Youth Development Program participation.
6. **Guidance and Counseling** (Must provide access to services if needed)
Services that offer advice, guidance, and resources to aid youth in overcoming barriers and in solving personal problems – and includes (not limited to) drug and alcohol abuse counseling, referrals to other personal counseling, career

guidance, financial counseling, goal setting, and referrals to other services appropriate to the needs of the individual youth.

7. Supportive Services (Must provide access to services or provide directly if needed)

Services that remove personal barriers, and support or enhance a youth's ability to effectively participate in programs, and achieve goals – and includes (not limited to) assistance with transportation, clothing and/or equipment, fees for physical exams and background screening, referrals to medical and mental health services, and linkages & referrals to community social services. Service providers proposing to directly provide supportive services to youth participants must ensure that all costs for such services are included as part of their proposed budget. Refer to Attachment #4 for Supportive Services Policy.

8. Follow-up Services (Must be provided directly if Youth exits during contract Period)

Ongoing monitoring, support and services available after youth completes Youth Development Program in order to ensure retention of skill attainment, to provide for continued youth engagement, and to help sustain positive progress and outcomes toward long-term success – and includes placement in school or employment, supportive services, leadership development services, assistance with work-related problems, employment (and job upgrading) assistance, alumnae groups, career planning, mentoring, etc. Follow-up Services are required for a minimum of 12 months after youth's exit from the program.

9. Summer Employment Opportunities (Requirement fulfilled through Internship)

Opportunities to work/learn on-the-job in positions at local businesses' work sites during summer months, which are directly linked to academic and occupational learning.

10. Work Experiences (Requirement fulfilled through Internship)

Opportunities for youth to learn work-related skills and to acquire effective workplace behaviors – and includes both paid and unpaid activities; e.g. internships, job shadowing, other planned and structured learning experience that occurs in the workplace for a limited period of time, work readiness training, entrepreneurial training, etc.

Youth participating in an internship program will receive a cash stipend of \$450 only upon successful completion of a minimum of 67 hours of Internship training. Service providers must budget for stipends at \$450 per youth, for each youth enrolled in their program. Sub-contractor must identify a strategy for developing Internship sites and the method used for monitoring youth while in Internship training.

In preparation for the Internship, the Sub-contractor is responsible for offering work-readiness training to each of their enrolled youth. Work-readiness training provides youth employability preparation including work-place behavior and communication, appropriate dress, resume writing, interviewing techniques, application completion, prior to youth being placed in Internship training.

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PROGRAM PERFORMANCE

The Workforce Development Bureau is held accountable by the State of California to Core performance measures for youth served through Workforce Investment Act. With the exception of the Younger Youth skill attainment rate, all measures listed below are measured at exit and post-exit. Once the State, in negotiation with the Greater Long Beach Workforce Development Board, determines and sets performance goals, service providers must meet or exceed the set goals.

To maximize positive program outcomes, performance incentives are available to youth meeting the specific goals listed in the Long Beach Workforce Development Bureau's Performance Incentive Policy Matrix. Youth participants will be able to earn up to \$300 in performance incentives for achieving established performance goals, as recorded in their ISS and supported with appropriate documentation. Refer to Attachment #5 for Performance Incentive Policy.

Service provider may also budget for program incentives. Program incentives are provided to youth for successfully completing one or more components of a program, and are commonly used to encourage active program participation and continued progress. This may include, for example, incentives provided for completion of tutoring component and workshops, good/improved attendance and behavior, etc. Incentives can be; gift certificates or other items the program feels are youth motivators (T-shirts, field trips, etc.). Service providers wishing to provide program incentives as part of their program design must provide a description of such services as part the service provider's required program narrative, include applicable WIA costs in the budget, accept responsibility for processing and disseminating incentives to participating youth.

In order to ensure that Core performance measures are met, sub-contractors must demonstrate effective controls and strategies that incorporate Comprehensive Service Components and WIA Program Elements.

Core Performance - Younger Youth Ages 14-18

1. Skill Attainment Rate – 79%

Objective: Younger youth should attain at least one primary skill goal within one year of the date set or prior to exit (whichever comes 1st)

Program Elements: Academic assistance, internship, occupational skills or work readiness training

Required Documentation: Work Readiness/Occupational Skills Pre and Post assessments and evaluations, Basic Skills Pre and Post assessments (.5 grade level increase is required for reading and or math)

2. Diploma or Equivalent Rate – 65%

Objective: Younger youth should obtain their high school diploma or GED during enrollment or by the end of the 1st quarter after exit

Program Elements: Academic assistance, alternative education

Required Documentation: High school diploma, GED certificate, school records

3. Retention Rate – 65%

Objective: Younger youth should be in post secondary education, advanced training, employment, military service or a qualified apprenticeship in the 3rd quarter after exit

Program Elements: Follow-up services, academic, job search and training assistance, supportive services

Required Documentation: School records, employment information / supplemental data, military records

4. Program Completion Rate – 90%

Objective: Younger youth should complete all planned services

Program Elements: Academic and training assistance, work experience, internship, follow-up services

Required Documentation: Affidavit signed by Provider

Core Performance - Older Youth Ages 19-21

1. Entered Employed Rate – 70%

Objective: Older youth should be employed in the 1st quarter after exit

Program Elements: Work readiness or occupational skills training, job search assistance

Required Documentation: Employment information / supplemental data, school records, military records

2. Employment Retention Rate – 79%

Objective: Older Youth who are employed in the 1st quarter after exit should be employed in the 3rd quarter after exit

Program Elements: Follow-up services, job search assistance, supportive services

Required Documentation: Employment information / supplemental data, school records, military records

3. Earnings Change in Six Months - \$2700

Objective: The sum of the older youth's 2nd and 3rd quarter earnings after exit should be \$2700 higher than the sum of the older youth's preprogram 2nd and 3rd quarter earnings

Program Elements: Follow-up services, Job search assistance, supportive services

Required Documentation: Employment information / supplemental data, school records, military records

4. Credential (with Activity) Rate – 40%

Objective: Older youth should be in employment, post-secondary education or advanced training in the 1st quarter after exit and should receive a credential by the end of the 3rd after exit

Program Elements: Academic assistance, internship, occupational skills or work readiness training, job search assistance, follow-up services

Required Documentation: Employment information / supplemental data, school records, military records

5. Program Completion Rate – 90%

Objective: Older youth should complete all planned services

Program Elements: Academic assistance, internship, occupational skills or work readiness training

Required Documentation: Affidavit signed by Provider

NOTE: Congress has not yet passed the reauthorization for WIA. Reauthorization may require adjustments to performance plans, service levels, etc. Upon WIA reauthorization, the following Common performance measures may replace the existing Younger and Older Youth measures:

- 1. Placement in Employment or Education** - Youth should be in post-secondary education, employment, advanced/occupational skills training, or the military in the 1st quarter after exit
- 2. Attainment of a Degree or Certificate** - Youth should obtain high school diploma, GED or a nationally recognized certificate by the end of the 3rd quarter after exit
- 3. Literacy and Numeracy Gain** - Youth should increase one or more educational functioning levels
- 4. Program Completion Rate** - Youth should complete all planned services

Sub-contractors must be able to meet the possible new performance requirements that may arise upon reauthorization. Technical assistance will be provided to organizations contracted to provide WIA youth services.

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GENERAL RFP INFORMATION

- (1) The information submitted in response to this solicitation is not legally binding; however, any financial agreements, which are based on the proposals and subsequent negotiations, become legally binding after both parties have signed them. All resulting agreements – financial and non-financial – will provide mutual termination clauses between the two agencies.
- (2) In-School and Out-of-School Youth Development Programs must be proposed separately. Proposals submitted with combined programs will not be considered for funding.
- (3) The City of Long Beach has the right to reject any proposals that do not conform to program goals and objectives, and may request redesign after submission. Incomplete submissions may be disqualified from the process. The submission must contain accurate and complete information as requested by the RFP. The City reserves the right to disqualify any submission that contains inaccurate information.
- (4) All submissions become the property of the City. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.
- (5) If no more than one submission is received in response to this solicitation, the City reserves the right to classify this procurement a failed competition, and either re-compete the procurement, or enter into a sole source agreement with the sole respondent.
- (6) The term of the contract will be for 21 months. The contract will begin on or about October 1, 2006, with an option to extend the term up to 4 years if allowable, depending on funding and performance. A contract extension may be approved based on the following factors: availability of funds; successful performance per contract terms; and the expressed needs of the customers and the Youth Council program model.
- (7) Should new legislation related to the City's funding of program delivery pass during the RFP funding cycle, the City reserves the right to publish a new procurement in order to adhere to modifications and related compliance and regulatory issues.

- (8) Program funding will depend upon the size and complexity of the proposed program. Overall availability of funds is projected to be \$700,000 for Split-Year Funding the 2006-2008 WIA Program. It is anticipated that between 4 and 8 contracts will be executed. The WDB is expecting to serve approximately 225 youth for the 2006-2008 program years. A deobligation clause that pertains to performance and budget expectations will be incorporated in executed Youth contracts.
- (9) Any resulting contracts will be cost reimbursement, with monthly billing required. Contractors will be required to provide a fee schedule of costs. The total amount of administrative costs should not exceed **10%** of the total amount of funding requested (final limits will be determined during contract negotiation with successful bidders).
- (10) Responses will be reviewed by the City as initially submitted. No changes, additions, or resubmissions will be accepted after the initial deadline for submission.
- (11) Bidder's Conference: The RFP will be reviewed at the Bidder's Conference. Organizations planning to submit a proposal are encouraged to attend.
- (12) Questions regarding the requirements or program elements of this RFP will be accepted in written format only. All questions should be either mailed/hand delivered to: RFP # 06-003 Review Team, Workforce Development Bureau, Career Transition Center, 3447 Atlantic Avenue, Long Beach, CA 90807, or emailed to sally_ghan@longbeach.gov or faxed to (562) 570-3657. The deadline to submit questions is 4:00 p.m. on June 28, 2006. Questions and responses to questions will be posted on the Bureau's website, www.longbeachworkforce.org.
- (13) Any prices proposed within the submission must be valid from the date of the proposal through December 31, 2008, at minimum, and must include any/all costs expected to be paid by the City.
- (14) Proposals must be typewritten on 8 1/2 x 11-inch white paper, bound by one staple on the top, left-hand corner. Proposals may include attachments; however, they should not be submitted in binders or covers.
- (15) Five (5) copies of each proposal, of which one (1) must bear original signatures, should be submitted to: RFP # 06-003 Review Team, Workforce Development Bureau, Career Transition Center, 3447 Atlantic Avenue, Long Beach, CA 90807. **The deadline to submit proposals is 4:00 p.m., Thursday, July 6, 2006.**
- (16) No late submissions, whether mailed or hand-delivered, will be accepted.
- (17) Respondents may be asked to provide additional information as needed.
- (18) The submissions selected become part of the financial and/or non-financial agreements between the City and organization, and as such become public record. If the submission contains any confidential information, such information must be removed from the body of the response and placed in an Appendix. Agreements will reference the Appendix, but will not be available for public

viewing. The entire submission cannot be held confidential; designations must be very specific.

- (19) The City will retain all material. It reserves the right to reject any or all submissions and to partner and/or enter into agreements in its best interest. The City reserves the right to solicit further submissions based on level of response or changes in available funding or program mix.
- (20) This announcement and its attachments are an RFP and are invitations for prospective individuals/firms/community organizations to respond. Although this solicitation is in RFP format and will follow RFP conventions, the City expressly intends that the procurement of Youth service partners is a professional service and is not bound solely by the lowest price, where costs apply.
- (21) Contract awards will be based upon several factors, including but not limited to cost, compatibility of proposed services to Youth Development Program mission and City needs, and qualifications to provide such services.
- (22) Organizations proposing must be Affirmative Action/Equal Employment Opportunity Employers. Service providers will be required to meet EEO requirements as applicable.
- (23) Section 188 of the Workforce Investment Act, 20 CFR Sections 667.600 and 667.640 et seq., of the final regulations, and Long Beach Workforce Investment Area policy set forth the guidelines for grievance procedures at the local level that arise in connection with WIA programs operated by the City. These sections govern appeals of RFP funding recommendations.

In accordance with such regulations, the only circumstances under which an appeal of the City funding recommendations will be considered are if the bidders allege that the City has violated:

- a. A provision(s) of the Workforce Investment Act (Public Law 105-220) or its regulations; and /or
- b. A provision(s) of the RFP's stated process

There can be no appeal of the LBWIA funding decision, unless based on either of the above circumstances. Appeals must be in writing and cite the section of the law and/or the RFP that has been violated. Appeals must be filed within three (3) business days following issuance of the LBWIA Review Panel's recommendation. Copies of the above-referenced laws, regulations, and City policy may be obtained upon request. A hearing date will be set within five (5) days of the appeal.

- (24) With respect to resulting agreements that are financial in nature, in order to contract for funds with the City, an organization must:
 - a. Not currently be listed on any federal, State of California, or local Debarment List;
 - b. Be legally capable of entering into a contract and be in good standing with the Internal Revenue Service;

- c. Provide documentation of current fiscal and compliance audits, as required by law;
 - d. Provide copy of Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State;
 - e. Be an Affirmative Action/Equal Opportunity Employer. If selected for funding, agencies will be required to meet EEO requirements;
 - f. Be in compliance with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA);
 - g. Ensure that reports and/or documents contain correct information;
 - h. Adhere to and sign forms regarding Lobbying, providing a Drug Free environment, and a Debarment assurance form.
 - i. Ensure that:
 - Youth are not placed in a position that will displace a current employee;
 - WIA funds are not used to assist, promote, or deter union organizing;
 - WIA funds are not used to employ or train persons in sectarian activities;
 - WIA funds are not used in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship; and
 - j. File required insurance documentation with the City of Long Beach Risk Manager. The City must review all documentation requirements that contractors must carry:
 - Comprehensive General Liability in the amount no less than \$1,000,000; Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage.
 - Workers' Compensation as required by State law.
 - Blanket Honesty Bond for at least 25% of the amount of the grant.
 - Automobile Liability in an amount not less than \$500,000 Combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles.
 - The City of Long Beach and their Officers, Employees, and Agents are to be covered as additional insured.
 - Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the City of Long Beach.
- (25) Organizations eligible to submit responses include governmental units, public agencies, business organizations, public or private not-for-profit corporations, faith-based organizations, community-based organizations, local educational agencies, or private-for-profit corporations organized in accordance with state and federal laws.
- (26) Organizations awarded contracts will be responsible for:
- Providing comprehensive in-kind and unique services consistent with Youth Development Program objectives, which result in long-term positive outcomes for youth participants;

- Providing and training qualified staff to plan and administer the program;
- Providing necessary information to the Youth Opportunity Center on all services provided, including notation of services through the Workforce Development Bureau's Internet-based case management system;
- Coordinating and tracking paperwork, and complying with deadline and reporting requirements;
- Coordinating with City staff on program activities, including attendance at scheduled meetings and training sessions;
- Facilitating one or more training workshops for youth and/or professional development for staff and/or partners;
- Assigning responsible staff to ensure that required Monthly Management Reports (MMR) and fiscal claims (invoices) are submitted, in their entirety and on time;
- Adhering to performance standard requirements;
- Implementing strategy for effective program evaluation and continuous improvement;
- Submitting a Cost Allocation Plan;
- Reconciling financial records annually.
- Submitting an approved Indirect Cost Rate Letter from a cognizant agency (if applicable to budget).

(27) The City will be responsible for:

- Providing all necessary information and necessary technical assistance to assist organizations in providing successful program services and youth outcomes
- Processing of all required documents and reports, in conjunction with service-providing agencies.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

EVALUATION PROCESS / CRITERIA

A. RFP SUBMISSION REVIEW PROCESS

- (1) All submissions received by 4:00 p.m., Thursday, July 6, 2006, will be reviewed using the evaluation criteria listed.¹
- (2) Staff may conduct visits or interviews determining the proposing organization's capabilities and compatibilities in providing the services proposed.
- (3) Based on the reviews and evaluations conducted, staff will make preliminary recommendation of a Qualified Service Provider List to the Youth Council, and subsequently to the Greater Long Beach Workforce Development Board.
- (4) Preliminary recommendations will be faxed or emailed to all respondents.
- (5) Organizations proposing may appeal decisions by mailing, faxing or emailing a written request to:

**RFP # 06-003 Review Team
Workforce Development Bureau
Career Transition Center
3447 Atlantic Avenue
Long Beach, CA 90807
Or, Fax No: (562) 570-3657
Or, Email: sally_ghan@longbeach.gov**

- (6) The Workforce Development Board (WDB) will make final decisions based on initial staff recommendations prior to any appeals.

B. EVALUATION CRITERIA / REQUIRED INFORMATION

The City and the WDB have developed the following criteria to select subcontractors to provide contract services.

- (1) **Program Design and Implementation - 30 Points**
Please provide a narrative description (no more than ten pages total) of your proposed program services and objectives and how it supports the WIA Program Design. Narrative should include a description of planned incentives, stipends

¹ The City and the WDB reserve the right to reject any or all proposals.

and supportive services. Narrative should respond to the following questions and requests.

- What recent experience does your organization have in:
 - Providing services to In-school or Out-of-school youth (include information regarding proposed staff's experience/background)?
 - Providing services to Younger (14-18 year old) and/or Older (19-21 year old) youth?
 - Serving youth with barriers (i.e., basic skills deficient; homeless, runaway, or foster child; pregnant or parenting; offender; youth (including youth with a disability) requiring additional assistance to complete an educational program or to secure and hold employment)?
 - Providing services and program elements under the Workforce Investment Act?
- Describe the plans and strategies to achieve outcomes related to WIA-performance measures (address each goal as appropriate to the target population-Younger Youth and/or Older Youth).
- In the event that WIA is reauthorized, what steps will your organization take to ensure that outcomes are achieved per Common Measure requirements?
- Describe how you plan to deliver or make accessible all required services and program elements and who will provide such services.
- Describe how your program will expose youth to high-growth/high-demand occupations and prepare youth for entry into such occupations.
- Describe how your program will provide youth with the skills necessary to job search and assist youth in job placement.
- Describe the timeline of activities of the identified program design. How often will participants need to attend the program in order to complete the program objective (i.e., daily, weekly, monthly)?
- Describe proposed program's customer flow.
- How does your organization intend to coordinate outreach and recruitment efforts?
- How does your organization intend to orientate youth participants?
- How does your organization intend to assess and evaluate youth's needs and what experience does your organization have in implementing an Individual Service Strategy?
- When and where will services be delivered? Describe how organization will ensure a safe and friendly environment for youth.
- Does your program offer nationally recognized certificates to youth for successful completion?

Organizations that collaborate for the purposes of this RFP must clearly identify lead organization for purposes of contract negotiations and funding, and provide letters of agreement/support that outline the collaboration and the activities to be performed by each agency.

(2) Effective Controls/ Quality Assurances / Performance Management – 35 Points

Please provide a narrative response (no more than three pages total) addressing your organization's:

- Past quantitative results demonstrating your program's effectiveness in meeting required performance outcomes.
- Strategies to manage, monitor and report monthly participant activities

(3) **Fiscal Capability/Experience and Cost Reasonableness – 25 Points**

Please provide a narrative response (no more than one page) describing your organization's:

- Ability to accept fiscal responsibility for all funds received, and to invoice and track expenditures.

Please complete the attached Budget Form (Attachment 2). Include all program expenses, including those costs to be borne by the City. Please provide as much detail as is necessary to ensure a sufficient understanding of costs to be incurred. Budget information will be reviewed so to as to determine that costs are reasonable and feasible for services proposed.

(4) **Resource Leveraging and Sustainability - 10 Points**

Please provide a narrative response (no more than one page) describing how your organization plans to:

- Maximize existing resources and/or raise additional funds to support your operation and serve participating youth.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

INSTRUCTIONS FOR COMPLETION

- (1) A complete proposal must include the following in the specified order:
 - a. RFP Cover Sheet (Attachment 1)
 - b. Executive Summary/Statement of Need Narrative (maximum 2 pages)
 - c. Program Design and Implementation Narrative (no more than ten pages)
 - d. Effective Controls/Quality Assurances/Performance Management (no more than three pages)
 - e. Fiscal Capability/Experience and Cost Reasonableness Narrative (no more than one page)
 - f. Job Description / Resume of Key Personnel
 - g. Project Budget Form (Attachment 2)
 - h. Resource Leveraging and Sustainability Narrative (no more than one page)
 - i. WIA Youth Program Agency Experience Verification Form (Attachment 3)
- (2) All required narratives must be submitted as follows:
 - a. Completed and typed in a size 12 font equivalent with one-inch margins
 - b. On 8 ½" x 11" white paper
 - c. Each page numbered on the bottom center
 - c. Bound by one staple in the upper left hand corner
- (3) Proposals must be assembled in the above document order and include required narratives and forms as listed above. Narratives must respond to noted questions and requests (Refer to Evaluation Criteria/Required Information section), and should identify the questions and requests narrative is responding to.
- (4) To assist in the review process, special report covers or binding should not be used.
- (5) Five (5) copies of the proposal, of which one (1) must bear original signatures should be submitted to:

**RFP # 06-003 Review Team
Workforce Development Bureau
Career Transition Center
3447 Atlantic Avenue
Long Beach, CA 90807**

- (6) Proposals must be submitted by 4 p.m., July 6, 2006. Late proposals will not be accepted.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

WEBSITE RESOURCES

- Greater Long Beach Workforce Development System
 - ✓ Youth Opportunity Center
 - ✓ Career Transition Centerwww.longbeachworkforce.org
- National Youth Employment Coalition
www.nyec.org
- Workforce Investment Act – US Department of Labor
www.usworkforce.org
- USDOL Employment & Training Administration
www.doleta.gov
- National Youth Development Information Center
www.nydic.org
- California Employment Development Department
www.edd.ca.gov
- Youth Council Institute
www.edd.ca.gov
- Code of Federal Regulations
www.gpoaccess.gov/cfr/index.html
- State Workforce Investment Board
www.calwia.org/

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

ATTACHMENTS

Attachment 1

- RFP Cover Sheet

Attachment 2

- Budget Form Attachment

Attachment 3

- WIA Youth Program Agency Experience Verification Form

Attachment 4

- Allowable Supportive Service

Attachment 5

- Performance Incentive Criteria's
 - 5a – CORE Performance Measures
 - 5b – COMMON Performance Measures

Attachment 6

- Glossary of Terms

Attachment 7

- In-Kind Contributions

Attachment 8

- Debarment Certifications

Attachment 9

- Drug Free Workplace Certification

Attachment 10

- Lobbying Certification

Attachment 11

- Occupations with the Most Job Openings

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

COVER SHEET

(Organizations proposing both an In-School and Out-of-School Youth Development Program must submit two separate proposals.)

Youth Development Program Proposed: ☐ In-School ☐ Out-of-School

Legal Name of Organization: _____

Program Name: _____

Contact Person/Title: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ Federal Tax ID #: _____

Legal Status of Organization (Please Check One):

<input type="checkbox"/> Public Agency/Government	<input type="checkbox"/> Faith-Based Organization
<input type="checkbox"/> Private-for-Profit Corporation	<input type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-Profit Corporation	<input type="checkbox"/> Other: _____

Years Organization has been in operation: _____

If Corporation, indicate State and year Organization was incorporated: _____

Does the Organization have a Board of Directors or Business Advisory Group?

☐ Yes ☐ No

If yes, how often do they meet and what is their role? Please attach a list of the names of the members, their address, and their phone numbers.

Funding Requested and Youth To Be Served:

Total Funds Requested: \$ _____

Number of Younger Youth Participants to be Served (14-18): _____

Number of Older Youth Participants to be Served (19-21): _____

Total Number of Youth To Be Served: _____

Cost Per Participant: \$ _____

(Total Funds Requested / # of Youth To Be Served)

Proposed Performance:**Younger Youth**

of Participants _____ # Attaining Diploma _____

of Skill Goals Attained _____ # Completing Program _____

Placed/Returned to School _____

Older Youth

of Participants _____ # Placed/Returned to School _____

Completing Program _____ # Obtaining Credential _____

Entered Employment Rate _____ # Unsubsidized Job Placements _____

Avg. Hrly. Wage per Placement _____ Earnings Gained _____

6 Month Job Retention Rate _____

Acknowledgment:

In compliance with the request for proposals, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the organization named above.

Print Name of Authorized Representative/Tile_____
Date_____
Signature of Authorized Representative_____
Date

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

BUDGET FORM

**CITY OF LONG BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
WORKFORCE DEVELOPMENT BUREAU
WIA PROJECT BUDGET SUMMARY**

Organization Information:

Name: _____

Address: _____
Street City Zip Code

Telephone Number: _____

Fax Number: _____

Email Address: _____

Contact Person: _____

Federal ID: _____

Agreement Information:

Budget Period: _____ **Contract No:** _____

Effective Date: _____ **Amendment No:** _____

Funding Source: Workforce Investment Act Funds

Project Name: WIA Youth Development Program

Fiscal Approval: _____ **Date:** _____

BUDGET INFORMATION

SECTION A - Budget Summary by Categories

Acct.No.	Budget Category	(A)	(B)	(C)
	Indirect Costs			
	Project Staff			
	Fringe Benefits			
	Materials and Supplies			
	Operating Costs			
	Program - Other			
PARTICIPANT RELATED COSTS				
	Internship - Stipends/Incentives			
	Program Incentives			
	Support Services			
Total Funds Requested:				

	Inkind Funds			
--	--------------	--	--	--

Note: Use column A to record funds requested for the initial period of performance (i.e., 12 months, 13 months, etc); Use Column B to request budget modification changes to your original budget, Column A, (i.e., requests for additional funds or line item changes); and use Column C to record the totals (A + B). If this is the initial budget request, there will be no modifications and Column A will equal column C.

BUDGET DETAIL

IN-DIRECT

Indirect Costs (Rate & Type)				Total
			TOTAL	

SALARIES

Position Title/Activity	Hour Salary	No. of Months	% of Time	Total
			TOTAL	

FRINGE BENEFITS

Description	% Rate	Rate Applied to		Total
FICA/Medicare	7.65%			
			TOTAL	

MATERIALS & SUPPLIES

Description		Quantity/Price		Total
			TOTAL	

OPERATING COSTS

Description		Quantity/Price		Total
			TOTAL	

PROGRAM - OTHER

Description		Quantity/Price		Total
			TOTAL	

PARTICIPANT RELATED COSTS

INTERNSHIP

Description		Quantity/Price		Total
Internship - Stipends				
Internship - Incentives				
			TOTAL	

PROGRAM INCENTIVES

Description		Quantity/Price		Total
Program Incentives				
			TOTAL	

SUPPORT SERVICE

Description		Quantity/Price		Total
			TOTAL	

GRAND TOTAL

\$

INKIND FUNDS

Description		Quantity/Price		Total
			TOTAL	-

**CITY OF LONG BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
WORKFORCE DEVELOPMENT BUREAU
BUDGET INSTRUCTIONS**

ORGANIZATION INFORMATION:	Enter your organization's name and address, etc.
AGREEMENT INFORMATION:	Will be completed when contract is executed
PROJECT BUDGET SUMMARY:	List all total costs incurred in the budget detail by account number for Program Costs
IN-DIRECT COSTS	Indirect Cost Rate Agreements are only provided to agencies with multiple funding of which at least one is a federal funding source. Indirect Cost Rate Agreements are provided solely through a federal cognizant agency. If an agency has an approved indi
Salaries and Wages	List all program staff positions funded by this project
Fringe Benefits	Salary includes FICA and Medical, Workers' Comp, etc.
Materials/Supplies	Any supplies and/or material needed to support both customers and staff on this project
Operating Costs	This can include rent, communications (phone, fax, etc.), insurance, equipment rental
PROGRAM - Other	Any other expense not included in the above accounts such as travel, award ceremonies, stipends, youth incentives, (Must be listed separately)
<u>PARTICIPANT RELATED COSTS</u>	
Internship - Stipends/Incentives	Providers may budget up to \$450 for Internship Stipends alone or \$225 for Internship Stipends and \$225 for Internship Incentives per youth
Program Incentives	Providers may also provide an additional \$300 per youth for

outcomes pertaining to performance incentives as described in the Incentive Policy Matrix

Support Services

Any support service needed, not necessarily supplied
(Example: special clothing for training purpose, shoes, uniforms, etc.)

IN-KIND FUNDS: In-kind services may be in the form of, but not limited to, staff services, donations, etc. It is also any activity of your program paid for by other funding sources than this grant, such as TANF, ADA, your organization, etc.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

AGENCY EXPERIENCE VERIFICATION FORM

**EXCLUDES WIA PROGRAMS FUNDED BY THE CITY OF LONG BEACH
PRIOR TO AND INCLUDING PROGRAM YEAR 2005-2006**

To be completed by WIA RFP Applicant

A. Applicant Lead Agency Name:	
B. Funding Source Name:	C. Contact Person and Telephone No.:
D. Contract Period:	E. Types of Funds:
F. Amount Received:	G. Amount Spent:
H. Contract Activities:	I. Years Working with this Funding Source

To be completed by Funding Source

J. Administrative Experience	YES	NO
1. Has the agency shown the capability to successfully administer grant funds and meet contracted goals? (If "No," provide comments in section M)		
2. Has the agency successfully resolved performance problems in a timely manner? (If "No," provide comments in section M)		
3. Has the agency consistently submitted complete and accurate records and reports in a timely manner? (If "No," provide comments in section M)		
4. Have there been any findings of irregularities regarding the agency, its officers, its Board of Directors? (If "Yes," provide comments in section M)		
5. Has the agency had costs questioned by an audit or monitoring review? (If "Yes," provide comments in section M)		
6. Does the agency have unresolved disallowed costs? (If "Yes," provide comments in section M)		

K. Probation Sanction	YES	NO
1. Has the Applicant/Lead Agency been placed on probation in any program it has administered through your funding source? (If "Yes," provide comments in section M)		

2.	Has the Applicant/Lead Agency been sanctioned or had program funds de-obligated in any program it has administered through your funding source? (If "Yes," provide comments in section M)		
----	--	--	--

List any performance measures that have been utilized either by the funding source or in-house to measure the success of Applicant/Lead Agency' program.

L.	Performance Measures (e.g. Entered Employment Rate)	Benchmark Performance Level (e.g. 60% after exit)	Agency Performance Level (Actual Agency Performance Level)

Comments (Attach additional pages if needed):

Authorization of Verification Report

Authorized Signature of Agency Verifying the Report

Date

Name of Authorized Signatory

Title

Telephone Number

Fax Number

WIA RFP APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION:

On behalf of my organization, I am authorizing the funding agency named in line B to release the information requested on this AGENCY EXPERIENCE VERIFICATION and any other information that will aid the City in evaluating our demonstrated ability in operating youth programs. All information so released will become part of a public document, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Authorized Signature of Agency

Date

Name of Authorized Signatory

Title

Telephone Number

Fax Number

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

ALLOWABLE SUPPORTIVE SERVICES

Frequently provided Support Services for Youth

1. Transportation Assistance – Bus Pass
2. Clothing
3. Equipment
4. Child Care

NOTE: This list does not identify all allowable Support Services. A copy of the full Support Service Policy may be obtain at: www.longbeachworkforce.org

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

CORE PERFORMANCE INCENTIVE POLICY

<p style="text-align: center;">CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU CORE PERFORMANCE MEASURES YOUTH PERFORMANCE INCENTIVE CRITERIA</p>	
<p>Instructions: Performance incentives may be awarded in addition to internship stipends and program incentives. Youth are eligible to receive up to \$300 in performance incentives from Enrollment through 12-month follow-up, if they meet the specific criteria below. Youth may not receive more than one performance incentive for the same outcome. To be determined eligible for performance incentives, acceptable documentation (Doc.) must be maintained in the participant's file.</p>	
I. EDUCATIONAL ACHIEVEMENT SERVICES	II. EMPLOYMENT SERVICES
ACTIVITY CODE 71	ACTIVITY CODE 72
a). Received a Diploma or Equivalent. Doc: Copy of Diploma or Certificate (Younger Youth)	a). Participated in, and completed Unpaid Internship, or Work Experience, and receives all "3"'s on the Mid and/or Final Program Participant Evaluation. Doc: Copy of Evaluation (Older/Younger Youth)
b). Received a recognized Credential or Certificate. Doc: Copy of Credential or Certificate (Older Youth)	b). Achieved a Primary Skill Goal, measured by a recognized post-assessment. For one or both of the following outcomes: Work Readiness and/or Occupational Skills. Doc: Copy of Scored Post Test (Younger Youth)
c). Achieved a Primary Basic Skill Goal, measured by a recognized post- assessment. For Math Computation or Reading Comprehension. Doc: Copy of Scored Post Test (.05 increase) (Younger Youth)	c). Entered a Qualified Apprenticeship Program at exit. (Older/Younger Youth)
d). Is Enrolled in Post- Secondary Education or Advanced Training Doc: Copy of Enrollment (Older/Younger Youth must have Out-of-School status at the time of WIA Registration or an In-School youth who obtains a Diploma or GED prior to or at Exit.)	d). Entered Military Service at exit. Doc: Copy of Registration (Older/ Younger Youth)
	e). Entered Unsubsidized Employment Doc: Copy of Pay Stub (Older/Younger Youth)
	f). Employment Retention in 3rd Qtr after Exit. Doc: Copy of Pay Stub (Older/Younger Youth)

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM
PROPOSED COMMON PERFORMANCE INCENTIVE POLICY

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU COMMON PERFORMANCE MEASURES YOUTH PERFORMANCE INCENTIVE CRITERIA	
<p>Instructions: Youth are eligible to receive up to \$300 in performance incentives, in addition to internship stipends and program incentives, if they meet the specific criteria below. Youth may not receive more than one performance incentive for the same outcome. To be determined eligible for performance incentives, acceptable documentation (Doc.) must be maintained in the youth's file.</p>	
I. EDUCATIONAL ACHIEVEMENT - MEASURED PRIOR TO EXIT	
IN-SCHOOL (YOUNGER YOUTH ONLY)	OUT-OF-SCHOOL (ONLY - ALL AGES)
<p>a). ACHIEVED A PRIMARY BASIC SKILL GOAL - TABE Post-Test demonstrating a .5 increase in Math Computation or Reading Comprehension. CASAS scores may be used for Special Education students. DOC: COPY OF SCORED POST TEST WITH .5 INCREASE</p>	<p>b). ACHIEVED LITERACY AND NUMERACY GAIN TABE Post-Test demonstrating and increase in one or more education functioning levels (TABE roughly equates to 2 grade levels) DOC: COPY OF SCORED POST-TEST WITH REQUIRED GAIN</p>
II. PLACEMENT - MEASURED DURING FOLLOW-UP IN THE 1ST QUARTER AFTER EXIT. IN-SCHOOL (HIGH SCHOOL ONLY) AND OUT-OF-SCHOOL, YOUNGER AND OLDER YOUTH	
<p>a). EMPLOYMENT DOC: COPY OF PAY STUB</p> <p>b). POST- SECONDARY EDUCATION or Advanced Training DOC: COPY OF ENROLLMENT</p>	<p>c). ADVANCE TRAINING OCCUPATIONAL TRAINING (Must lead to a Nationally Recognized Certificate) DOC: COPY OF CERTIFICATE</p> <p>d). MILITARY SERVICE DOC: COPY OF REGISTRATION</p>
III. ATTAINMENT - MEASURED DURING FOLLOW-UP IN THE 3RD QUARTER AFTER EXIT. IN-SCHOOL AT ENROLLMENT OR ANY TIME DURING THE PROGRAM	
<p>a). DIPLOMA OR EQUIVALENT (GED). DOC: COPY OF DIPLOMA OR CERTIFICATE</p>	<p>b). RECOGNIZED CREDENTIAL OR CERTIFICATE. DOC: COPY OF CREDENTIAL OR CERTIFICATE</p>

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

GLOSSARY OF YOUTH PROGRAM TERMS

ACADEMIC CREDIT: Credit received while a participant is in training which is applicable toward a secondary school diploma, a post-secondary degree, or a certificate of completion, consistent with State laws and the requirements of an accredited educational agency.

ADMINISTRATIVE COST: The portion of the budget which is associated with the overall management and administration of the proposed program and which is not directly related to the provision of services to participants.

ADULT MENTORING (YOUTH): Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.

ALLOWABLE COST: Those costs, which are necessary, reasonable, allocable and allowable under applicable Federal, State and local law for the proper administration and performance of services to customers.

BARRIERS TO EMPLOYMENT: Characteristics that hinder an individual's ability to participate in the labor market. An eligible youth is defined as an individual who: is age 14-21; is a low income individual; and is within one or more of the following categories:

- Deficient in basic literacy skills;
- School dropout;
- Homeless, runaway, or foster child;
- Pregnant or parenting;
- Offender; or
- Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment?

BASIC SKILLS: Those academic skills that include reading, writing and speaking English, and the skills involved in applications, computing and solving problems.

BASIC SKILLS DEFICIENT: Must include a determination that an individual:

- A. Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or
- B. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

BASIC SKILLS TRAINING: Training provided to enhance locally defined inadequacies in levels of basic literacy skills (as defined above) which would improve an individual's ability to function in the labor market and in society.

BELOW GRADE LEVEL: One or more levels or credits below that which is appropriate for the person's age. (Can be calculated from the highest grade completed and reading/math levels).

CAREER EXPLORATION: Activities which:

- A. assist youth to gain career awareness, make career decisions and plans; and understand market needs, trends, and opportunities;
- B. assist youth in making and implementing informed educational and occupational choices;
- C. aid youth to develop career options with attention to surmounting gender, race, ethnic, disability, language, or socioeconomic impediments to career options and encouraging careers in non-traditional employment; and
- D. orientation to skills and knowledge specific to career path and/or industry, or career related learning standards.

CAREER RELATED MENTORING (YOUTH): An employee or other individual, approved by the employer at a worksite, who possesses the skills and knowledge to be mastered by a student; who provides the student with instruction and challenges the student to perform well: works in consultation with program staff, classroom teachers and the employer as appropriate.

CITIZENSHIP TRAINING: Includes life skills training such as parenting, work behavior training, budgeting of resources, and an ethic of civic responsibility. Citizenship training is one aspect of the required youth program element broadly termed "Leadership Development Opportunities".

CLASSROOM TRAINING: Academic and/or occupational training conducted in an institutional setting. Effective classroom training will provide linkages between academic and occupational learning.

COLLABORATION: A mutually beneficial alliance of groups or organizations that come together to achieve common goals. This alliance is characterized by well-defined relationships that include a commitment to: mutual authority and accountability for success; and sharing of resources. It is expected that it transcends individual agency strategies, and will integrate diverse missions, language and cultural concerns to focus on the needs of the customers. Collaboration is strengthened by a formal written agreement, which delineates the responsibilities of each group, organization or entity.

COMMUNITY-BASED ORGANIZATION (CBO): A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

COST REIMBURSEMENT CONTRACT: A contract format, which provides for the reimbursement of allowable costs, which have been identified and approved in the contract budget, and incurred in the operation of the program. Back-up documentation is required to justify payments made under this type of contract.

CREDENTIAL: Nationally recognized degree or certificate or State/locally recognized credential

DROPOUT (YOUTH): An individual no longer attending school who has not received a secondary school diploma or General Educational Diploma (GED) (note: a youth attending an alternative school is not a dropout for the purposes of this program).

ELIGIBLE or ELIGIBILITY: Refers to an individual's status in relation to his/her qualification to participate in a WIA funded program. The following are examples of eligibility criteria for various programs: residency, age, economic status, Selective Service registration, serious barriers to employment, plant closures, layoffs, long term unemployment, etc. Specific youth eligibility requirements are defined at 20 CFR, 664.2000.

ELIGIBLE YOUTH: Except as provided in subtitles C and D, the “eligible youth” means an individual who:

- A. is not less than age 14 and not more than age 21;
- B. is a low income individual; and
- C. is an individual who is one or more of the following:
 - (i) Deficient in basic literacy skills
 - (ii) A school dropout
 - (iii) Homeless, a runaway, or a foster child
 - (iv) Pregnant or a parent
 - (v) An Offender
 - (vi) An individual who requires additional assistance to complete an educational program, or secure and hold employment.

EMPLOYABILITY: A demonstrated level of knowledge, skills, abilities, work behaviors and attitudes necessary to become successful in the labor market.

ENROLLMENT: An eligible participant who has been referred for WIA services and for whom enrollment documents have been completed and submitted to the Program Support Unit.

ENTERED EMPLOYMENT RATE: A participant who exits from the program and enters (through the efforts of the WIA, Service Provider, or through their own efforts) into regular employment for pay. State Unemployment Wage records will be the primary data source for tracking this outcome, therefore, employment is currently defined as an individual showing any amount of earnings in the quarter following exit.

EXITER: (point of exit for counting performance outcomes) A participant who has a termination date within the quarter and has not received any WIA service for 90 days, except follow-up, and there are no future services scheduled, then that participant has exited WIA for the purposes of performance measurement.

FOLLOW-UP SERVICES: All youth participants must receive some form of follow-up services for a minimum duration of 12 months after exiting the program (termination). The types of services provided must be based on the needs of the individual. Follow-up services may include: leadership development; supportive services; regular contact with the youth's employer, including addressing work-related problems that arise; assistance with job development, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training.

HOMELESS/RUNAWAY (YOUTH): A youth who lacks a fixed, regular, adequate nighttime residence. Includes those who have a primary nighttime residence that is a public or private shelter, an institution providing temporary residence, public or private place not designated or ordinarily used as a regular sleeping accommodation. Runaway is defined as a person under 18 years of age that absents themselves from home or place of residence without permission of parent or legal guardian.

INCENTIVES (YOUTH)

- Program Incentives

Program incentives are awarded to youth to keep them engaged in the program. Incentives can be gift certificates or other items the program feels are youth motivators (T-shirts, field trips, etc.). Program Incentives cannot be in the form of cash

- Performance Incentives

Performance incentives are awarded to youth for successful completion of one or more components of a program. Performance Incentives can be; gift certificates or other items the program feels are youth motivators (T-shirts, field tips, etc.). Program Incentives cannot be in the form of cash.

INDIRECT COST RATE (MAXIMUM 10%): Indirect cost agreements are only provided to agencies with multiple funding of which at least one is a federal source. Indirect cost rate agreements are provided solely by a federal cognizant agency. Note: if an agency has an approved indirect cost rate below 10%, they may not exceed their indirect cost rate as approved by their cognizant agency.

INDIVIDUAL SERVICE PLAN (YOUTH): A written outline of employment and training goals needed for a youth to attain self-sufficiency by finding and maintaining employment. The Individual Service Plan establishes short-term and long-term goals around post-secondary education and/or career employment. An Individual Service Plan may include activities to prepare the participant for employment, services to remove barriers to employment, training and job search. Individual Service Plans must be regularly reviewed and updated as changes occur in employment goals, barriers, and program services or support services needs.

INDIVIDUAL WITH A DISABILITY: In general: an individual with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C.) Or documented through local school Individual Education Plan.

IN-KIND CONTRIBUTION: Contributions provided by a service provider from non-WIA sources to support a WIA training program. In-kind contributions must be itemized in the proposal and contract budgets and are subject to audit.

IN-SCHOOL YOUTH:

- a. Student, high school or less; or
- b. High school graduate/GED, attending post high school education, not basic skills deficient; or
- c. High school graduate/GED, not attending post high school education, no employment difficulty (i.e., employed, not basic skills deficient, not underemployed)

INTERNSHIP (YOUTH): A structured work experience involving specific occupational skills development goals in addition to learning goals; includes the expectation that the student, upon completion of the internship, will demonstrate skills necessary for entry-level employment in the occupational area of the internship.

INTAKE: Includes the screening and determination of an applicant for eligibility and: (1) a determination of whether the program can benefit the individual; (2) an identification of the employment and training activities and services which would be appropriate for that individual; (3) a determination of the availability of an appropriate employment and training activity; (4) a decision on selection for participation, and (5) the dissemination of information on the program.

JOB DEVELOPMENT: The planned and organized effort by service providers to encourage employers or business organizations to make jobs available for participants.

JOB PREPARATION: Job search skills training including, which provides the participant with the instruction to obtain part-time or full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills.

JOB SHADOW: Competency-based educational experiences that occur at a worksite but are tied to the classroom curriculum that coordinates and integrates school-based instruction with work site experiences.

LEAD AGENCY: The organization submitting the proposal requesting a direct contract with the WIB. The Lead Agency will be responsible for ensuring compliance with all terms and

conditions of the contract, administration and fiscal management of the contract, and will be held accountable for program results. Lead agencies submitting proposals that incorporate a collaborative relationship with other entities in the provision of comprehensive and integrated youth services, must clearly identify the collaborating organization(s), the services they will provide, and the funding to support those services.

LEADERSHIP DEVELOPMENT: Leadership development opportunities are one of the ten required youth program elements. Leadership development may include: exposure to post-secondary educational opportunities; community and service learning project; peer centered activities, including peer mentoring and tutoring; organizational and teamwork training; decision-making and setting priorities; citizenship training, including life skills training such as parenting, work behavior training, budgeting of resources, employability (pre-employment skills); and positive social behaviors (soft skills), i.e., positive attitudinal development, self-esteem, cultural diversity, and work simulation activities (work maturity skills). Leadership skills might be viewed as those skills characteristic of productive workers and good citizens.

LIFE SKILLS (YOUTH): Activities and/or training that assist youth to develop marketable work habits. May include modules/training/curriculum instruction in personal finance and budgeting, parenting/pregnancy prevention, self-leadership (e.g. conflict resolution, public speaking, management), cultural history and diversity, nutrition/fitness, and health).

LIMITED ENGLISH SPEAKER: An individual whose native language is not English or who has an inability to communicate in English orally or in writing, resulting in a barrier to employment or training.

LIMITED INTERNSHIPS: A type of work experience conducted at the site of a private sector employer, which provides exposure to work and the requirements for successful job retention. Internships may be paid or unpaid but they are intended to result in unsubsidized employment. Internships are designed to improve skill competencies and assist youth in achieving employment success.

LINKAGE: Any mechanism that connects or ties services together.

LITERACY: The term “literacy” is an individual’s ability to read, write, and speak in English; compute, and solve problems at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

LOWER LIVING STANDARD INCOME LEVEL: Income level determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary.

LOW INCOME INDIVIDUAL: An individual who:

- A. receives, or is a member of a family that receives, cash payments under a Federal, State or income-based public assistance program;
- B. received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of –
 - (i) the poverty line, for an equivalent period; or
 - (ii) 70 percent of the lower living standard income level, for an equivalent period;
- C. is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant the Food Stamp Act of 1997 (7 U.S.C. 2011et seq.);
- D. qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- E. is a foster child on behalf of whom State or local government payments are made; or

- F. in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

MENTORING: The process of matching an advisor with a participant in order to assist the participant in successfully completing training. The role of a mentor may also include assisting the participant in transitioning into employment with the ultimate aim of job satisfaction and retention. Adult mentoring for a minimum duration of 12 months, is one of the ten required youth program elements.

MONITORING: The process of observing and/or reviewing performance may include on-site observation, review of paperwork and files, interviews with staff or participants, telephone conversation, and formal evaluation of compliance elements.

OBJECTIVE ASSESSMENT (YOUTH): An assessment of the academic levels, skill levels, and service needs of each participant, which shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of the participant. A new assessment of a participant is not required if the provider determines it is appropriate to use a recent service strategy developed for the participant under another education or training program.

OCCUPATIONAL SKILLS: Those skills identified as necessary to successfully perform work-related functions with an industry sector. Occupational skills can be attained through activities such as:

1. Entry into an apprenticeship or internship program
2. Complete a career specific, professional, technical or advanced job skill training program

OFFENDER: An individual subject to any state of the criminal justice process who has a barrier to employment because of a record of arrest or conviction.

ON-THE-JOB TRAINING: Training by an employer in the private sector, that is provided to a participant that has been referred to, and hired by that employer. Training occurs while the participant is engaged in productive work that: provides knowledge and/or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the cost of providing training; and is limited in duration as appropriate to the occupation for which the participant is being trained.

ORIENTATION: Provides information about the types of services available, develops motivation and interest in the program, explains the application, selection and eligibility process, and assists applicants in preparing for the process.

OUTCOME: Documented effect or impact of a service or intervention on an individual. Outcomes are what the program efforts are designed to achieve. Proposed outcomes must be stated in terms of measurable indicators.

OUT-OF-SCHOOL YOUTH:

- High school dropout/No GED; or
- High school graduate/GED, attending post high school education, basic skills deficient; or
- High school graduate/GED, not attending post high school, employment difficulty (i.e., basic skills deficient, unemployed or underemployed)

OUTREACH (RECRUITMENT): Activity involves the collection, publication, and dissemination of information on program services directed toward economically disadvantaged and other individuals eligible to receive WIA training and support services.

PLACEMENT: A client securing employment while participating in the WIA program, with wages equal to or greater than the state or federal minimum wage per hour, and be an unsubsidized position.

PARTICIPANT: An individual who has registered and has been determined eligible to participate in, and who is receiving services under a program authorized by WIA. Participation shall be deemed to commence on the first day, following eligibility, on which the participant begins receiving core, intensive training, or other services provided under WIA Title 1.

POTENTIAL DROPOUT (AT RISK OF DROPPING OUT): A youth who is experiencing a lack of academic success as evidenced by basic skills deficiency, by at least one school year in school credit as determined by school records, failing grades, or below GPA.

PREGNANT/PARENTING YOUTH: A youth who is under 22 years of age and is either pregnant or providing custodial care for one or more dependents that are under 18 years old.

PROFIT RATE (MAXIMUM 10%): An amount in excess of the cost necessary to operate a program. Profit is allowable to the extent it is reasonable as determined during contract negotiations. It includes that amount which is associated with proprietary materials included in the cost of the program. Profit may only be earned by private-for-profit organizations.

PROGRAM COMPLETION: Refers to the successful achievement of the pre-specified, overall training objective(s). The term may be used, as appropriate, to describe a subcontractor's performance under a financial agreement or a participant's performance in a training activity. Completion of a training program will be included in the calculation of the appropriate performance measurement.

PROGRAM ELEMENTS: Local programs must include each of the ten program elements as options available to youth participants.

PROJECT-BASED LEARNING: Learning experiences which engage students in complex, real-world projects through which they develop and apply skills and knowledge, which take effort and persistence over time, result in the creation of something that matters to them and has an external audience. Employment and community partners provide students with ongoing coaching and expert advice on projects, particularly in regard to effective strategies and tools used in the workplace. Projects should be authentic, involve academic rigor, applied learning, active exploration, adult connection and assessment practices.

QUALIFIED STAFF: Individuals that have experience or education that qualifies the individual to conduct the training, or deliver the services contracted for.

REGISTRATION: (point of registration for counting performance measures) The process for collecting information to determine an individual's eligibility for services under WIA. All youth eligible for WIA services must be registered in order to receive those services. At the point of registration, participants are counted for performance measurement purposes.

RETENTION (YOUTH): Continued retention in work, school, training, education, military.

RETENTION RATE: The number of WIA customers placed, who are employed at the end of the retention period after exiting from the program, divided by the total number of customers exited in a specific time period.

SELF-SUFFICIENCY: An adequate standard of living without cash benefits. Self-sufficiency services are services that assist WIA recipient to expand strengths and resources necessary for self-sufficiency, or to reduce or eliminate barriers to self-sufficiency.

SERVICES PROVIDER: An entity such as a CBO, an educational institution, or a commercial organization, which delivers services to WIA participants under a contract.

STIPENDS: Stipend payments may be used for youth participating in a variety of experiences. These payments may be based on attendance for youth participating in a work, education, and/or training experience.

STRUCTURED WORK EXPERIENCE: A competency-based educational experience that occurs at the work site but is tied to the classroom curriculum that coordinates and integrates school-based instruction with work site experiences.

SUBCONTRACT: Any compensated services performed by an individual or entity other than staff or the service provider; e.g., consultants, contracts for professional services, etc.

SUBSIDIZED WORK EXPERIENCE: A career-linked job at a public or private site in which the wages paid to an employee are financially supported by a private, state or local employment and training program.

SUPPORTIVE SERVICES: Service needed in order to assist the youth to be successful in achieving their goals. This may include transportation, childcare, work-related tools, and clothing. To the greatest extent possible program should address support service needs through leveraging of resources and partnerships with providers.

VOCATIONAL TRAINING: Provides customers with long or short-term training in a community college, university, vocational school or business environment to improve employability in the local labor market. The training can provide basic skills, upgrade current skills, develop new technical skills, improve language skills and prepare customers for employment in high growth occupations.

VOS CASE MANAGEMENT: The on-line provision of a client-oriented approach in the delivery of services, designed to:

- A. Prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and support services, using, where flexible, computer-based technologies; and
- B. To provide job and career counseling during program participation and after job placement.
- C. Case Managers and youth work together in a documented, goal oriented, participant-centered program that extends from recruitment through follow-up/retention. The case manager motivates and coordinates services and information to prepare participants for post secondary educational opportunities, provide linkages between academic and occupational learning, and/or preparation for unsubsidized employment/training opportunities, as appropriate.

WORK-BASED LEARNING ACTIVITIES: Activities offered which are designed to enable youth to gain exposure to the working world, acquire personal attributes, industry defined skill standards, and knowledge needed to obtain a job and advancement in employment. Activities should be designed to master progressively higher levels. Can take place at private profit, non-profit or public sector. Can be paid or non-paid activities. (Note: applicable labor laws must be adhered to). Activities must be relevant to the career plan and include but are not limited to:

- Career Related Mentoring
- Community Service Learning

- Entrepreneurial Work Experience
- Internship
- Job Shadow
- Project-Based Learning
- Subsidized Work Experience and Structured Work Experience

WORK EXPERIENCE: Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid. The work place may be in the private, for-profit sector, the non-profit sector, or the public sector. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. These experiences should help youth to acquire the attributes, knowledge, and skills to obtain a job and advance in employment. One of the ten required youth program elements.

WORKFORCE INVESTMENT ACTIVITIES: The array of activities permitted under Title I of WIA, which include employment and training activities for adult, dislocated workers, and youth.

WORK PLAN: That portion of the contract document, which describes the work, to be performed by means of specifications or other minimum requirements, quantities, performance dates and a statement of the quality expected.

WORK READINESS: Completion of one or more workforce readiness skill activities appropriate to the service plan development for the participant, which could include:

- Career Related Assessment and Goal Setting
- Pre-Employment Training
- Work Experiences/Internships
- Job Shadows
- Career Explorations
- On-the-Job Training

SUGGESTED REFERENCES:

PERFORMANCE: TEGL 7-99

WORKFORCE INVESTMENT ACT (WIA)

WIA FEDERAL REGISTER: 20 CFR PART 652 et al.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

IN-KIND CONTRIBUTIONS

(Contributions and value-added services at no cost to the City/GLBWDB)

Agency: _____

CONTRIBUTION CATEGORY	DESCRIPTION	SOURCE
Support Training Services		
Staffing Services		
Equipment/Materials/Supplies		
Other		

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

DEBARMENT CERTIFICATIONS

**Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower
Tier Covered Transactions Certification**

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.210, Participants' responsibilities.

- (1) The prospective recipient of Federal assistance funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Authorized Representative

Title of Authorized Representative

Agency

Date

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

DRUG FREE WORKPLACE CERTIFICATION

The Long Beach City Attorney has mandated that all potential contractors complete the following Drug-Free Workplace Certification form:

LEGAL NAME OF AGENCY:

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - 1. The dangers of drug abuse in the workplace,
 - 2. The person's or agency's policy of maintaining a drug-free workplace,
 - 3. Any available counseling, rehabilitation, and employee assistance programs, and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355(c), that every employee who works for the proposed contract or grant:
 - 1. Will receive a copy of the agency's drug-free policy statement, and
 - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the agency to the above described certification. I am full aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIALS NAME:

DATE EXECUTED:	EXECUTED IN COUNTY OF:
----------------	------------------------

SIGNATURE:

TITLE:

FEDERAL I.D. NUMBER

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
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WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

LOBBYING CERTIFICATION

FEDERAL CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE
AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) All subrecipients of subcontracts, subgrants, and contracts under grants, loans, cooperative agreements shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section, 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty for not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Signatory

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action	2. Status of Federal Action	3. Report Type:
a. Contract b. Grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	a. bid/offer/application b. initial award c. post-award	a. initial filing b. material change For Material Change Only: Year _____ quarter _____ Date of last report _____

4. Name and Address of Reporting Entity: Prime Subawardee Tier _____, if known:		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:	
Congressional District, if known:		Congressional District, if known:	
6. Federal Department/Agency		7. Federal Program Name/Description:	
		CFDA Number, if applicable:	
8. Federal Action Number, if known:		9. Award Amount, if known: \$	
10 a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):		10b. Individual Performing Services (include address if different from No. 10a.) (last name, first name, MI):	
(attach Continuation Sheet(s) SF-LLL-A, if necessary)			
11. Amount of Payment (check all that apply): \$ actual \$ planned		13. Type of Payment (check all that apply): a. Retainer b. one-time fee c. commission d. contingent fee e. deferred other; specify: _____	
12. Form of Payment (check all that apply): a. cash b. in-kind; specify: nature _____ value _____			
14. Brief Description of Services Performed or to be Performed and date(s) of Service, including Officer(s), Employee(s) or Member(s) contacted, for Payment indicated in Item 11:			
(attach Continuation Sheet(s) SF-LLL-A, if necessary)			
15. Continuation Sheet(s) SF-LLL-A attached:		Yes No	
16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subgrantee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all terms that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 check "subawardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 3). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number of grants, cooperative agreements, loans and loan commitment.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 3 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFD-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detail description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

CITY OF LONG BEACH WORKFORCE DEVELOPMENT BUREAU
REQUEST FOR PROPOSALS
RFP # 06-003

WORKFORCE INVESTMENT ACT
IN-SCHOOL & OUT-OF-SCHOOL YOUTH DEVELOPMENT PROGRAM

OCCUPATIONS WITH THE MOST JOB OPENINGS

Occupations With the Most Job Openings*						
2002-2012						
Los Angeles - Long Beach Metropolitan Statistical Area						
(Los Angeles County)						
SOC Code	Occupational Title	Total Job Openings [1]	Openings Due to Growth	Openings Due to Separation	Median Hourly Wage [2]	Education and Training Levels [4]
41-2031	Retail Salespersons	59,660	17,880	41,780	\$9.77	30-DAY OJT (11)
41-2011	Cashiers	56,020	15,910	40,110	\$8.41	30-DAY OJT (11)
35-3031	Waiters and Waitresses	46,360	17,010	29,350	\$7.78	30-DAY OJT (11)
43-9061	Office Clerks, General	37,740	7,210	30,530	\$11.79	30-DAY OJT (11)
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	31,950	2,410	29,540	\$8.88	30-DAY OJT (11)
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	28,070	9,440	18,630	\$8.03	30-DAY OJT (11)
29-1111	Registered Nurses	25,690	12,720	12,970	\$31.64	AA DEGREE (6)
25-9041	Teacher Assistants	23,340	11,700	11,640	[3]	30-DAY OJT (11)
33-9032	Security Guards	22,510	10,770	11,740	\$9.53	30-DAY OJT (11)
43-5081	Stock Clerks and Order Fillers	19,330	0	19,330	\$10.07	30-DAY OJT (11)
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	19,240	6,830	12,410	\$21.57	1-12 MO OJT (10)
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	19,000	3,250	15,750	\$8.33	30-DAY OJT (11)
43-4051	Customer Service Representatives	18,490	9,360	9,130	\$14.50	1-12 MO OJT (10)
35-2021	Food Preparation Workers	18,440	5,960	12,480	\$8.24	30-DAY OJT (11)
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	18,170	6,880	11,290	\$9.42	30-DAY OJT (11)
11-1021	General and Operations Managers	18,130	7,100	11,030	\$47.15	BA/BS + EXPER (4)
25-2031	Secondary School Teachers, Except Special and Vocational Education	16,020	5,630	10,390	[3]	BA/BS DEGREE (5)
43-4171	Receptionists and Information Clerks	15,450	7,370	8,080	\$11.27	30-DAY OJT (11)
35-2014	Cooks, Restaurant	15,410	7,230	8,180	\$9.07	12-MO OJT (9)
43-6011	Executive Secretaries and Administrative Assistants	15,080	2,960	12,120	\$19.46	1-12 MO OJT (10)
25-2021	Elementary School Teachers, Except Special Education	14,970	5,320	9,650	[3]	BA/BS DEGREE (5)
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	12,300	6,720	5,580	\$17.06	WORK EXPER (8)
53-7064	Packers and Packers, Hand	12,240	4,980	7,260	\$8.15	30-DAY OJT (11)
43-3071	Tellers	12,120	2,640	9,480	\$10.77	30-DAY OJT (11)
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	11,670	1,150	10,520	\$22.55	WORK EXPER (8)
13-2011	Accountants and Auditors	11,580	5,210	6,370	\$26.47	BA/BS DEGREE (5)
31-9092	Medical Assistants	11,310	8,460	2,850	\$12.92	1-12 MO OJT (10)
43-3031	Bookkeeping, Accounting, and Auditing Clerks	11,120	810	10,310	\$15.70	1-12 MO OJT (10)
53-3032	Truck Drivers, Heavy and Tractor-Trailer	10,320	5,670	4,650	\$16.55	1-12 MO OJT (10)
31-1012	Nursing Aides, Orderlies, and Attendants	10,310	6,010	4,300	\$9.90	30-DAY OJT (11)
49-9042	Maintenance and Repair Workers, General	10,000	3,690	6,310	\$15.11	12-MO OJT (9)
27-2011	Actors	9,470	5,040	4,430	N/A	12-MO OJT (9)
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	9,370	3,720	5,650	\$7.75	30-DAY OJT (11)
51-2092	Team Assemblers	9,120	0	9,120	\$9.04	1-12 MO OJT (10)
33-3051	Police and Sheriff's Patrol Officers	8,860	3,450	5,410	\$32.15	12-MO OJT (9)
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	8,860	3,910	4,950	\$12.26	WORK EXPER (8)
41-2021	Counter and Rental Clerks	8,660	2,700	5,960	\$9.62	30-DAY OJT (11)
53-3033	Truck Drivers, Light or Delivery Services	8,200	5,100	3,100	\$11.62	30-DAY OJT (11)
43-5071	Shipping, Receiving, and Traffic Clerks	7,870	0	7,870	\$11.02	30-DAY OJT (11)
43-6014	Secretaries, Except Legal, Medical, and Executive	7,710	0	7,710	\$14.79	1-12 MO OJT (10)
35-9021	Dishwashers	7,690	2,510	5,180	\$7.75	30-DAY OJT (11)
37-3011	Landscaping and Groundskeeping Workers	7,580	3,270	4,310	\$10.38	30-DAY OJT (11)

Occupations With the Most Job Openings*						
2002-2012						
Los Angeles - Long Beach Metropolitan Statistical Area						
(Los Angeles County)						
SOC Code	Occupational Title	Total Job Openings [1]	Openings Due to Growth	Openings Due to Separation	Median Hourly Wage [2]	Education and Training Levels [4]
37-2012	Maids and Housekeeping Cleaners	7,140	2,800	4,340	\$8.54	30-DAY OJT (11)
49-3023	Automotive Service Technicians and Mechanics	6,620	1,640	4,980	\$16.59	POST-SEC VOC-ED (7)
31-9091	Dental Assistants	6,380	4,090	2,290	\$17.67	1-12 MO OJT (10)
25-2011	Preschool Teachers, Except Special Education	6,330	4,590	1,740	\$11.13	POST-SEC VOC-ED (7)
29-2061	Licensed Practical and Licensed Vocational Nurses	6,160	2,700	3,460	\$18.92	POST-SEC VOC-ED (7)
23-1011	Lawyers	5,930	3,520	2,410	\$62.34	LLD/MD DEGREE (1)
39-9011	Child Care Workers	5,590	2,580	3,010	\$9.74	30-DAY OJT (11)
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	5,480	2,500	2,980	\$8.08	30-DAY OJT (11)
* March 2003 Benchmark						
N/A - Information is not available.						
Excludes "All Other" categories.						
[1] Job openings are the sum of new jobs and net replacements for the total 10 years.						
[2] Median Hourly Wage is the estimated 50th percentile of the distribution of wages; 50 percent of workers in an occupation earn wages below, and 50 percent earn wages above the median wage. The wages are of the first quarter of 2005.						
[3] In occupations where workers do not work full-time, or year-round, it is not possible to calculate an hourly wage.						
[4] Education & Training Levels:						
(1) LLD/MD DEGREE=FIRST PROFESSIONAL DEGREE						
(2) PHD DEGREE=DOCTORAL DEGREE						
(3) MA/MS DEGREE=MASTER'S DEGREE						
(4) BA/BS + EXPER=BACHELOR'S DEGREE OR HIGHER AND SOME WORK EXPERIENCE						
(5) BA/BS DEGREE=BACHELOR'S DEGREE						
(6) AA DEGREE=ASSOCIATE DEGREE						
(7) POST-SEC VOC-ED=POST-SECONDARY VOCATIONAL EDUCATION						
(8) WORK EXPER=WORK EXPERIENCE						
(9) 12-MO OJT=LONG-TERM ON-THE-JOB-TRAINING						
(10) 1-12 MO OJT=MODERATE-TERM ON-THE-JOB-TRAINING						
(11) 30-DAY OJT=SHORT-TERM ON-THE-JOB-TRAINING						
California Employment Development Department, Labor Market Information Division						

Occupations With the Most Job Openings *						
2002-2012						
Orange Metropolitan Statistical Area						
(Orange County)						
SOC Code	Occupational Title	Total Job Openings [1]	Openings Due to Growth	Openings Due to Separation	Median Hourly Wage [2]	Education & Training Levels [4]
41-2031	Retail Salespersons	25,800	9,460	16,340	\$9.73	30-DAY OJT (11)
41-2011	Cashiers	22,810	7,150	15,660	\$8.64	30-DAY OJT (11)
35-3031	Waiters and Waitresses	21,240	7,430	13,810	\$7.80	30-DAY OJT (11)
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	18,450	9,110	9,340	\$8.06	30-DAY OJT (11)
43-9061	Office Clerks, General	12,710	4,910	7,800	\$12.77	30-DAY OJT (11)
43-4051	Customer Service Representatives	10,420	6,820	3,600	\$15.05	1-12 MO OJT (10)
11-1021	General and Operations Managers	10,170	5,460	4,710	\$47.82	BA/BS + EXPER (4)
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	10,120	4,820	5,300	\$24.95	1-12 MO OJT (10)
37-3011	Landscaping and Groundskeeping Workers	9,560	6,100	3,460	\$9.39	30-DAY OJT (11)
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	9,060	5,510	3,550	\$8.81	30-DAY OJT (11)
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	8,810	1,480	7,330	\$9.08	30-DAY OJT (11)
25-9041	Teacher Assistants	8,730	5,800	2,930	[3]	30-DAY OJT (11)
25-2021	Elementary School Teachers, Except Special Education	8,470	5,010	3,460	[3]	BA/BS DEGREE (5)
43-4171	Receptionists and Information Clerks	7,980	4,090	3,890	\$11.59	30-DAY OJT (11)
39-3091	Amusement and Recreation Attendants	7,880	4,290	3,590	\$7.27	30-DAY OJT (11)
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	7,500	2,570	4,930	\$8.23	30-DAY OJT (11)
35-2014	Cooks, Restaurant	7,410	3,480	3,930	\$10.12	12-MO OJT (9)
29-1111	Registered Nurses	7,010	3,770	3,240	\$31.47	AA DEGREE (6)
43-5081	Stock Clerks and Order Fillers	6,690	380	6,310	\$10.70	30-DAY OJT (11)
47-2031	Carpenters	6,160	4,350	1,810	\$22.57	12-MO OJT (9)
25-2031	Secondary School Teachers, Except Special and Vocational Education	6,050	3,370	2,680	[3]	BA/BS DEGREE (5)
43-6011	Executive Secretaries and Administrative Assistants	5,590	2,030	3,560	\$19.93	1-12 MO OJT (10)
43-3071	Tellers	5,460	2,070	3,390	\$11.08	30-DAY OJT (11)
43-3031	Bookkeeping, Accounting, and Auditing Clerks	5,300	1,650	3,650	\$16.90	1-12 MO OJT (10)
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	5,220	1,650	3,570	\$22.54	WORK EXPER (8)
33-9032	Security Guards	5,120	2,540	2,580	\$9.58	30-DAY OJT (11)
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	4,920	2,800	2,120	\$16.60	WORK EXPER (8)
15-1031	Computer Software Engineers, Applications	4,880	3,750	1,130	\$31.00	BA/BS DEGREE (5)
49-9042	Maintenance and Repair Workers, General	4,710	2,470	2,240	\$15.57	12-MO OJT (9)
13-2011	Accountants and Auditors	4,640	2,570	2,070	\$27.72	BA/BS DEGREE (5)
35-2021	Food Preparation Workers	4,640	2,230	2,410	\$8.39	30-DAY OJT (11)
47-2061	Construction Laborers	4,190	3,080	1,110	\$13.23	1-12 MO OJT (10)
53-7064	Packers and Packagers, Hand	4,130	2,060	2,070	\$8.25	30-DAY OJT (11)
51-2092	Team Assemblers	4,010	100	3,910	\$9.84	1-12 MO OJT (10)
35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	3,690	2,130	1,560	\$13.48	WORK EXPER (8)
47-2152	Plumbers, Pipefitters, and Steamfitters	3,640	2,370	1,270	\$21.11	12-MO OJT (9)
41-2021	Counter and Rental Clerks	3,610	1,270	2,340	\$10.12	30-DAY OJT (11)
47-2111	Electricians	3,480	2,520	960	\$22.39	12-MO OJT (9)

Occupations With the Most Job Openings *						
2002-2012						
Orange Metropolitan Statistical Area						
(Orange County)						
SOC Code	Occupational Title	Total Job Openings [1]	Openings Due to Growth	Openings Due to Separation	Median Hourly Wage [2]	Education & Training Levels [4]
43-5071	Shipping, Receiving, and Traffic Clerks	3,290	610	2,680	\$12.31	30-DAY OJT (11)
53-7061	Cleaners of Vehicles and Equipment	3,280	1,010	2,270	\$8.32	30-DAY OJT (11)
37-2012	Maids and Housekeeping Cleaners	3,210	1,670	1,540	\$8.34	30-DAY OJT (11)
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	3,130	1,350	1,780	\$7.88	30-DAY OJT (11)
31-9092	Medical Assistants	3,080	2,150	930	\$13.97	1-12 MO OJT (10)
53-3033	Truck Drivers, Light or Delivery Services	3,000	2,090	910	\$11.67	30-DAY OJT (11)
51-1011	First-Line Supervisors/Managers of Production and Operating Workers	2,980	1,310	1,670	\$21.72	WORK EXPER (8)
49-3023	Automotive Service Technicians and Mechanics	2,970	1,300	1,670	\$18.43	POST-SEC VOC-ED (7)
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	2,960	1,230	1,730	\$35.12	1-12 MO OJT (10)
35-9021	Dishwashers	2,940	1,030	1,910	\$7.93	30-DAY OJT (11)
31-9091	Dental Assistants	2,900	1,280	1,620	\$14.90	1-12 MO OJT (10)
31-1012	Nursing Aides, Orderlies, and Attendants	2,870	1,920	950	\$10.80	30-DAY OJT (11)
* March 2003 Benchmark						
N/A - Information is not available.						
Excludes "All Other" categories.						
[1] Job openings are the sum of new jobs and net replacements for the total 10 years.						
[2] Median Hourly Wage is the estimated 50th percentile of the distribution of wages; 50 percent of workers in an occupation earn wages below, and 50 percent earn wages above the median wage. The wages are of the first quarter of 2005.						
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